

Guide to submitting FMLA Forms at the Culinary Health Centers

Complete this checklist to help you with your FMLA forms and questions.



Attention: If you don't follow all the steps or if your forms are not completed correctly, your forms will be delayed or may not be able to be completed.



To have your FMLA Forms filled out and approved, you must:

- ☐ **Be an established patient** with a Primary Care Provider at the Culinary Health Centers.
- ☐ Have at least **2 visits** for the same problem for FMLA to be completed.
- ☐ Talk to your Primary Care Provider about FMLA **before** submitting the FMLA forms to be filled out.

Important things to know about your FMLA, if approved:

- Your FMLA forms will be processed and completed by your Primary Care Provider within **7-10 workdays**.
- You can ask for an extension from your Human Resources department where you work, if your due date is **less than 14 days** from today.
- **IMPORTANT: Please DO NOT decide to take days off from work without seeing or talking to your Primary Care Provider about why you are taking days off.**

Questions or concerns about your FMLA Forms?

If you have any questions or concerns about your FMLA forms, please contact our **Patient Experience Team**:



Monday - Friday | 8am - 5pm



702-790-8011



patientexperience@culinaryhc.com

